



Purchasing Department

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Shelby County Tennessee

Joyce Avery, Acting Mayor

Memo

Date: December 8, 2009

To: Shelby County Commissioners

From: Clifton Davis, Administrator
Purchasing Department

Subject: Purchasing Policy and Procedure Manual

Attached please find a copy of the revised ***Purchasing Policies and Procedures Manual***. The following are the significant changes to the manual since it was last updated in November 1992:

1. The names and titles of all key personnel have been changed to reflect the current staff, positions and Commissioners;
2. The Real Estate Section and Materials Control Sections of the manual have been delegated by the Purchasing Administrator to the Land Bank Department and Support Services Department respectfully;
3. The policy has been revised to reflect the incorporation of the Locally Owned Business Ordinance in the bid evaluation/selection process;
4. The policy has been revised to reflect the incorporation of the Living Wage Ordinance in the bid evaluation/selection process;
5. The utilization of the electronic bidding process has been incorporated and the provider may change from time to time;
6. The limit for requesting sealed bids has been raised from \$25,000.00 to \$50,000.00;
7. A completely revised Procurement Card Policy and Procedure has been incorporated in the manual;

8. Services are being added to Emergency Purchases Policy;
9. The limit for requiring the Mayor's approval on single/sole source procurements has been identified as \$25,000.00 and the definition of single/sole source has been clearly defined;
10. The Mayor's signing authority changing from \$50,000.00 to \$100,000.00;
11. All contracts will be approved as to form and legality;
12. Leases of real property owned by the County requires Commission approval.

All other changes are administrative and editorial in nature or provide clarity for processing purchasing requests, distributing purchasing documents and providing instructions for the Purchasing Staff.

Should you have any questions or require additional information, feel free to contact me.

Cc: James Huntzicker
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Nelson Fowler
Kathy Kirk-Johnson
Brian Kuhn